DIVISION OF INFRASTRUCTURE, QUARRIES AND URBAN DEVELOPMENT

FREEDOM OF INFORMATION

PUBLIC STATEMENT 2025

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999, Chapter 22:02 ("The FOIA"), The Division of Infrastructure, Quarries and Urban Development (DIQUD), being a public body under the purview of the Tobago House of Assembly is required by law to publish and annually update this statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

1. The legal right for each person to access information held by the Division of Infrastructure, Quarries and Urban Development (The Division);

2. A legal right for each person to have personal/official information relating to himself/herself amended where it is held by the Division and such information is incomplete, incorrect or misleading;

3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;

4. A legal right to complain in writing to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA, Upon a Notice of Refusal.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and structure of the Division of Infrastructure, Quarries and Urban Development.

Function

The Division of Infrastructure, Quarries and Urban Development manages the policy and planning for the sustainable development of Tobago's infrastructural network, natural resources and space. The goal of the Division is to sustain and improve the island's infrastructure networks in a manner that protects and preserves the environment, while at the same time secure and drive Tobago's socio-economic growth. It's core responsibilities are as follows:

- Construction, development and maintenance of the road network and drainage systems
- Construction and maintenance of public buildings and facilities
- The production and sale of quality volcanic rock products, concrete and asphalt
- Transport and Traffic Management

The Division also has oversight for the Licensing Division (Tobago) and the Studley Park Enterprise Limited (SPEL), a wholly owned subsidiary of the Tobago House of Assembly charged with the management of the Studley Park Quarry.

The Division of Infrastructure, Quarries and Urban Development is located at:
Old Government Farm Road
Shaw Park
Scarborough
Tobago
Telephone: 639-1287 (PBX available)
Email: administrator.diqud@tha.gov.tt
Website: https://infrastructuretha.gov.tt/

Mission:
To efficiently manage, develop and maintain public infrastructure, to monitor and facilitate the development of public utilities and to effectively meet the needs of an ever-advancing society.

Vision:
The provision of physical infrastructure and utilities which support Tobago's social and economic development, protects its people, and increases their resilience in the face of climate-related and other extreme events and is consistent with a "Clean, Green, Safe and Serene" Tobago.

Core Values
Professionalism, Integrity, Client Centeredness, Respect for all, and Teamwork.

Organizational Structure

The Division of Infrastructure, Quarries and Urban Development comprises the organizational structure as is depicted at Appendix 1.

Office of The Secretary

The Office of the Secretary is responsible for the formulating of policies relative to the mandate of the Division of Infrastructure, Quarries and Urban Development. The Secretary exercises general control and direction over the Division.

Office of The Assistant Secretary

The Office of the Assistant Secretary provides assistance to the Secretary by carrying out specific roles and responsibilities for the Division.

Office of The Administrator

The Administrator serves as an accounting officer, responsible for meeting the mandates and desired results of the Division. The Administrator oversees the functioning of the various departments/units within the Division.

Administrative Support Services Department

The primary objective of the Administrative Support Services Department is to support the activities of the Core Departments, in order to ensure the implementation of the Division's mandate. The Department comprises the Human Resources, Accounting, Information Technology, Legal, Communications, Procurement and Project Management Office.

Human Resources Department

The Human Resources Department has responsibility for planning, organizing and controlling all human resource management activities in Division of Infrastructure, Quarries and Urban Development. The responsibilities of the Department concern the personnel and industrial relations of Division of Infrastructure, Quarries and Urban Development and involve all matters relevant to employees from their recruitment to their exit from the Public Service by way of retirement or resignation.

This Department is responsible for ensuring that DIQUD human resource requirements at all levels are met; for recruitment of personnel to fill vacancies which arise, and for maintaining the personnel files of all DIQUD employees, which includes information on promotions, transfers, leave, confidential reports, disciplinary and other matters relating to conditions of employment in the Public Service or on contract.

Accounting Department

The Accounting Department is responsible for management of the Division's financial allocations, and is responsible for processing payments of staff wages and salaries, and payments for services provided to the Division, on proof of proper authorization for same.

Legal Unit

This unit Provides legal advice and representation to the Administrator and other stakeholders on matters relevant to the Division. It also Drafts and reviews employment and service provider contracts and Memoranda of Understanding for the Division.

Information Technology Unit

The Information Technology Unit is responsible for the provision of information technology services required to facilitate the efficient and effective delivery of the Division's business processes. It also provides networking and technical support to all Departments of the Division.
By capturing and leveraging the value of information, the Division will be able to gain and gauge the operational efficiency of itself and also impact its stakeholders; inclusive of Tobago Communities.

The Responsibilities include:

a. Ensuring high availability and security of all ICT Infrastructure.
b. Responding and resolving Help Desk service requests.
c. Implementing and operating application systems across the DIQUD, inclusive of Accounting and HR/Payroll.

Communication Unit

The Communication Unit markets and coordinates events, maintains website and social media content and disseminates information about the activities of the Division through press releases. The Communications Unit also facilitates effective communication and customer service to both internal and external stakeholders. This unit is charged with developing, guiding and updating the Division's communications strategy and policy with a view to enhancing the image and reputation of the Division, positively promote its brand and maintain beneficial cooperation between the Division and its internal and external stakeholders. Moreover, the Communications Unit is responsible for communication planning and brand management; speech writing and editing; internal communications; media and public relations; events management; crisis and issues management and photographic archiving.

Procurement Unit

Manages the procurement of services and materials for the Division in accordance with Public Procurement legislation.

Technical Services

The Development Programme

This Department undertakes infrastructural work on the island pertaining to the construction of drains, sidewalks, retaining walls, road alignment, building construction and roundabouts. This programme is further sub-divided into four districts (Mason Hall/Moriah, Scarborough, Roxborough, and Speyside) that are charged with the responsibility of the maintenance of Roads, Bridges and Sanitation Services.

Project Management Office

Coordinates, supervises and conducts quality checks on construction and related services undertaken by contracted service providers.

Maintenance Services

The Maintenance Services Department (Roads and Buildings) is responsible for the construction, rehabilitation and maintenance of roads and bridges, and the construction and maintenance of government facilities and other public buildings. It also collaborates with the Water and Sewerage Authority (WASA) and is further sub-divided into four districts namely: Mason Hall/Moriah, Scarborough, Roxborough and Speyside.

Traffic Management Unit

The Division of Infrastructure, Quarries and Urban Development has adopted the position for strategic planning and the reliance on data for traffic and transportation management. The Unit is responsible for the proper maintenance of traffic signals, road signs and markings. The Division of Infrastructure, Quarries and Urban Development completed several transportation and traffic initiatives which focused on targeted planning for Tobago's infrastructures and systems, which will improve road user interfaces and safety.

Mechanical Services

This section conducts repairs and maintains the Division's fleet of vehicles. It is also responsible for the fabrication and machining of components for the Division and other entities such as WASA and T&TEC.

Licensing Department

This Department falls under the jurisdiction of the Division of Infrastructure, Quarries and Urban Development. It is mandated to execute the policies of the Ministry of Works and Transport as they relate to the issuance of drivers permits, the inspection of vehicles and adherence to the Motor Vehicle and Road Traffic Act. This Department also conducts required examinations for motorists.

Unemployment Relief Programme

The Unemployment Relief Programme (URP) provides short term employment with a major emphasis on training, which is geared towards the enhancement of entrepreneurial skills of participants. The Department also assists in small scale projects in communities, and is strategically organized to assist with emergency and

disaster response as it relates to clean up efforts, rehabilitation of beaches and infrastructural damage throughout communities. URP also focuses heavily on the development of agricultural initiatives.

Studley Park Enterprise Limited (SPEL)

The Studley Park Enterprise Limited (SPEL) is a private company wholly-owned by the Tobago House of Assembly. The Division of Infrastructure, Quarries and Urban Development (DIQUD) has the direct oversight for the Company. SPEL was officially incorporated in 2016 and is charged with the management of the Quarry at Studley Park; a resource deemed one of Tobago's prized industry with great potential for revenue generation. The range of products offered by Studley Park Enterprise Limited (SPEL) for sale on the local and national market include aggregate, crusher run, rotten rock and boulders, amongst others. The operations also include a Concrete Batching Plant and a Hot Mix Asphalt Batching Plant.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Division of Infrastructure, Quarries and Urban Development

- Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, pension and leave records etc.
- Tender Notices and responses thereto in respect of services procured by the Division.
- Policy and Procedure documents.
- Files dealing with administrative support and general administrative documents for the operations of the Division.
- Files dealing with Occupational Health and Safety
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Media releases, speeches etc which originated in the Division.
- Financial records (cheques, vouchers, receipts, journals etc.)
- Records related to health, safety and environmental issues.
- Files dealing with the accounting and financial management function of the Division.
- Files dealing with Cabinet Minutes and Executive Council Minutes
- Maps, Charts and Photographs.
- Internal and External correspondence files.
- Legislation and legal instruments.
- Legal opinions and related matters.
- Files dealing with training – local and foreign and technical co-operation.
- Minutes/Agenda of meetings.
- Files dealing with Circulars, Memoranda, Notices, Bulletins etc.
- Reports: Statistical, Annual/Monthly/Quarterly, Audit, Consultant, Technical, Valuation.
- Environmental Impact Assessment
- Files dealing with official functions, conferences and events
- Inventory Files
- Files dealing with complaints.
- Registers, Certificates, Permits, Licences etc.

Publications

Annual Administrative Report (2024)

Forms

- Application for Payment of Inspection Fee
- Application for Dealers' General Licence
- Medical Test for Driving Permit
- Notification of Change(s) to Motor Vehicle Details
- Notification of Change(s) to Driving Permit Details
- Particulars to be given by Applicant for Registration of Motor Vehicle

- Application for Transfer of Vehicle Registration
- Application for Driving Permit(s) Endorsement(s)
- Application to Operate a Maxi-Taxi
- Application for Certified Copy of Vehicle Registration Certificate
- Application for Temporary Permit for Goods Vehicle to be used to carry Persons
- Permit for the Conveyance of Persons and Musical Instruments for the Carnival Season
- Application to be Registered as Owner of a Maxi Taxi
- Carnival / Steelband Events Permit for use by Pan Trailers
- Application for Tinted Window Exemption (General-Individuals)
- Application for Tinted Window Exemption (Medical Grounds)

Section 7(1) (a) (iii)

Material prepared for publication or inspection.

The public may inspect and/or obtain copies of certain material between the hours of 10:00am and 3:30pm on normal working days at the:

Division of Infrastructure, Quarries and Urban Development
Old Government Farm Road
Shaw Park
Scarborough
Tobago.

SECTION 7 (1) (a) (iv)

Literature available for subscription.

The Division does not offer any literature by way of subscription at this time.

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the Division.

The Division of Infrastructure, Quarries and Urban Development, as per its commitment to transparency and accountability strives to respond to all oral and written requests. However, to access the rights granted to applicants of the FOI Act (the right to challenge a decision if your request is refused), the request must be made in writing and submitted through the following body:

The Chief Administrator
Tobago House of Assembly
Hochoy Charles Administrative Complex
Calder Hall
Tobago

How to request information:

1. Requests and public services under the FOIA will be entertained between the hours of 10:00 a.m. and 3:30 p.m., Monday to Friday.

2. All requests for access to documents that are not readily available in the public domain are to be made on the **Request for access to official document(s) form** that is available from the Designated Officer or officer assigned from the Legal Department.

Address:
Administrator
Division of Infrastructure, Quarries and Urban Development
Old Government Farm Road
Shaw Park
Scarborough
Tobago
Telephone: 639-1287 (PBX available)

The relevant information that must be provided to the Division includes:

- Full name of applicant
- Contact information
- Information requested and required format
- Date of Request
- Signature of applicant

3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.

4. To ensure prompt handling of requests, please address requests to the Designated Officer of the Division of Infrastructure, Quarries and Urban Development or an officer assigned for this purpose. The Designated Officer is named at Section 7 (1) (a) (vi).

5. Requests will be acknowledged as official when made on the prescribed form.

6. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

Requests not handled under the FOIA - A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the Division or from another public authority, for example brochures and pamphlets etc.

Responding to requests

The Division is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Some old records may have been destroyed prior to the commencement of the FOIA, and as

such, it would be impossible to grant such requests. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed.

Furnishing documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we will not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note that the Division is not compelled to do the following:

a) create new documents; or

b) perform research for you.

Time limits

The FOIA establishes a time limit of thirty (30) days for the Division to make the decision whether or not to disclose the documents requested by the applicant. Where the Division fails to meet this deadline, the FOIA gives the applicant the right to proceed as if the request had been denied.

Where the request for information is refused, the applicant would be informed in writing of the reason for the refusal. The Designated Officer will communicate with the applicant about alternative courses available to him/her.

Every effort will be made to comply with the time limits, however, if it appears that processing the requests may take longer than the statutory limit, we will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.

Fees and Refunds

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the document(s) within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period, the applicant is entitled to a refund of the fees paid in addition to free access to the document (s) requested.

Division's Opening Hours

The offices of the Division of Infrastructure, Quarries and Urban Development are open to the public from 8am to 4:15pm, Monday to Thursday and 8am to 4pm on Fridays. Persons can seek information on any matter pertaining to FOI, and can speak with staff members at other sections and departments during these hours.

SECTION 7 (1) (a) (vi)

Officers in the Division responsible for:

a) The initial receipt of and action upon notices under section 10

b) Requests for access to documents under section 13; and

c) Applications for corrections of personal information under section 36

The Designated Officers for the Division are: -

- **Ms. Antonia Howe**
  Executive Assistant,
  Office of the Administrator
  Division of Infrastructure, Quarries and Urban Development
  Old Government Farm Road
  Shaw Park
  Scarborough
  Tobago
  1 (868) 639-1287 ext. 44007
  E-mail: administrator.diqud@tha.gov.tt

- **Mrs. Jael Joefield-Luke**
  Executive Assistant,
  Office of the Administrator
  Division of Infrastructure, Quarries and Urban Development
  Old Government Farm Road
  Shaw Park
  Scarborough
  Tobago
  1 (868) 639-1287 ext. 44005
  E-mail: administrator.diqud@tha.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings are open to the public).

At this time, there are no statements to be published under this subsection.

Section 7 (1) (a) (viii)

Library/Reading Room

There is currently no designated library/reading room at the Division's main offices at Old Government Farm Road, Shaw Park, Scarborough, Tobago.
However, members of the public can peruse documents once authorized to do so, within the relevant department/unit or any other designated area.

An employee of the Division wishing to peruse his/her personnel file can do so within the Registry Section, located on the first floor of the office or any other area designated to do so. An employee is not permitted to remove his/her personnel file from the Registry Section unless permission is given.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws and schemes administered by the Division, the following legislation as amended apply and can be purchased at the Government printers or accessed via the Government of Trinidad and Tobago's Digital Legislative Library website at http://laws.gov.tt :

- Data Protection Act Chapter 22:04;
- Equal Opportunity Act Chapter 22:03;
- Freedom of Information Act Chapter 22:02;
- Health Surcharge Act Chapter 75:05;
- Income Tax Act Chapter 75:01;
- National Insurance Act Chapter 32:01
- Occupational Safety & Health Act Chapter 88:08;
- Pensions Act Chapter 23:52;
- Pensions Extensions Act Chapter 23:53;
- The Public Procurement and Disposal of Public Property Act, 2015;
- Retrenchment and Severance Benefit Act Chapter 88:13;
- Tobago House of Assembly Act Chapter 25:03;
- Value Added Tax Act Chapter 75:06
- Motor Vehicles and Road Traffic Act, Chapter 48:50
- Maxi Taxi Act, Chapter 48:53
- Civil Service Act, Chapter 23:01
- Public Service Commission Regulations, 1966
- Industrial Relations Act, Chapter 88:01
- Exchequer and Audit Act, Chapter 69:01
- Financial Regulations, 1965
- Travelling Allowances Act, Chapter 23:50
- Central Tenders Board Act, Chapter 71:91
- Land Acquisition Act, Chapter 58:01
- Waterworks and Water Conservation Act, Chapter 54:41
- Engineering Profession Act, Chapter 90:01
- Land Surveyors Act, Chapter 58:04

SECTION 8 (1) (a) (ii)

A statement of manuals, rules of procedure, policy, records of decisions, letters of advice to persons outside the public authority or similar documents containing rules, policies, guidelines, practices or precedents.

The public may purchase copies of the following publications at the Licensing Division:

i. Light Motor Vehicle Driver: Examination
ii. Study Guide - $15.00
iii. Goods Vehicle: Study Guide - $15.00
iv. Public Service Vehicles: Study Guide - $15.00

A copy of the Highway Code and Hand Signals are given free of charge with the purchase of the study guides. The public can also access additional documents via website http://www.mowt.gov.tt.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

This section is not applicable to the Division at this time.

SECTION 9 STATEMENTS

SECTION 9(1) (a)

A report or statement containing the advice or recommendations of a body or entity established within the Division.

This section is not applicable to the Division at this time.

SECTION 9(1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside of the Division by or under written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Division or to the responsible Minister of that public authority.

This section is not applicable to the Division at this time.

SECTION 9(1) (c)

This section is not applicable to the Division at this time.

A report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of the Division

This section is not applicable to the Division at this time.

SECTION 9(1) (d)

A report or statement containing the advice or recommendations of a committee established within the Division, to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Division who is not a member of the committee.

This section is not applicable to the Division at this time.

SECTION 9(1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Division by a scientific or technical expert, whether employed within the Division or not, including a report expressing the opinion of such an expert on scientific or technical matters.

This section is not applicable to the Division at this time.

SECTION 9(1) (f)

A report prepared for the Division by a consultant who was paid for preparing the report.

This section is not applicable to the Division at this time.

SECTION 9(1) (g)

A report prepared within the Division and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

This section is not applicable to the Division at this time.

SECTION 9(1) (h)

A report on the performance or efficiency of the Division, or of an office, division or branch of the Division, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Division.

This section is not applicable to the Division at this time.

SECTION 9(1) (j)

A statement prepared within the Division and containing policy directions for the drafting of legislation.

This section is not applicable to the Division at this time.

SECTION 9(1) (k)

A report of a test carried out within the Division on a product for the purpose of purchasing equipment.

This section is not applicable to the Division at this time.

SECTION 9(1) (l)

An environmental impact statement prepared within the Division.

This section is not applicable to the Division at this time.

SECTION 9(1) (m)

A valuation report prepared for the Division by a valuator, whether or not the valuator is an officer of the Division.

This section is not applicable to the Division at this time.